



28 February 1980

MEMORANDUM FOR: Administrative Officer, DCI  
FROM : Executive Secretary, DCI  
SUBJECT : Request for Word Processor

1. It is requested that a word processor be provided this office for use by the DCI's briefing staff which provides the versatility and rapidity required.
2. The machine currently in use is an IBM Mag Card/A type. While this machine might be very well-suited to most offices where a memory-type processor is required, it is inadequate to meet the requirements of meeting DCI deadlines. Its limitations have often involved last-minute requisitioning of additional people from their normal duties in order to get the work done.
3. The nature of the work involves preparation of memoranda, papers, outlines, briefings, charts and graphics. The problems arise in going from rough to smooth and in making the last-minute changes/revisions to the smooth. (As an example of the latter, the Director made two separate and major changes to this week's Presidential Briefing material in the space of one hour, the last of which had to be accomplished in 13 minutes.) Most of the Director's revisions involve wholesale substitution of paragraphs and the reordering of paragraphs in his talking papers. In almost every one of these cases, the Mag Card/A requires too much time, if it can do the job at all (often it cannot) and therefore everything must be redone from scratch. Something which has the capabilities along the lines of the VYDEC used in my immediate office would be more appropriate for the job required.
4. A prompt solution to this problem will be greatly appreciated.

STATINTL

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